



সোনালী ব্যাংক লিমিটেড

SONALI BANK LIMITED


HUMAN RESOURCE MANAGEMENT DIVISION
(SECTION-4)

Head Office, Motijheel
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No. HRMD / SEC-4 / PF-23914 /12280

Date : 01/10/2018

MR. MD ABDUL QUDDUS
Officer(IT)
Index No : G-34712
Passport No : BW 0254324
Sonal Bank Limited
Principal Office
Rangpur.

ইনস্টিটিউশন টেকনোলজি ডিভিশন (বিজনেস আইটি)	
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা	
তারিখ	02.10.18
নম্বর	60476
সংক্রমণক্রমঃ এপিও/সি. প্রোগ্রামার/সি. ইঞ্জিনিয়ার (আইটি)	
১. উপস্থাপন করুন	
২. মাসাপ করুন	
৩. ক্রম জ্ঞাপক দিন	
৪. নথিভুক্ত করুন	
৫. প্রয়োজনীয় পদক্ষেপ নিন	
৬.দিবসে মধ্যে সম্পাদন করুন	
 ডেপুটি জেনারেল ম্যানেজার	

Mr. Pustha, Engr(IT)
P/S: AR
02/10/2018

Subject: Sanction of 30(Thirty) days leave(Outside Bangladesh) with full pay from the date of availment to visit the holy places in India.

Dear Sir,

Reference letter no. 6764 dated the 05th September , 2018 of Sonali Bank Limited, General Manager's Office, Rangpur on the captioned subject .

We advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Rangpur, the authority has sanctioned **30(Thirty) days leave(Outside Bangladesh) with full pay from the date of availment** with the permission to visit the holy places in India under the following terms and conditions :

1. You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank Limited /Government of people's Republic of Bangladesh.
2. It will be treated as "Leave outside Bangladesh".
3. **Staying abroad over the sanctioned leave will not be allowed at all.**
4. **This sanction letter will remain valid for 03 (Three) months from the date of issuance.**

Yours Faithfully

Sd /-

(Md. Jahangir Hossain)
Assistant General Manager

Copy forwarded for kind information and necessary action :

1. General Manager, Sonali Bank Limited, General Manager's Office, Rangpur.
2. Deputy General Manager, Information Technology Division(Business IT), Sonali Bank Limited, Head Office, Dhaka.
3. Deputy General Manager, Sonali Bank Limited, Principal Office, Rangpur.
4. Immigration Officer, Hazrat Shahjalal (Rh.) International Airport, Dhaka, Bangladesh.
5. Immigration Officer, All Other International Airports / Land ports, Bangladesh.
6. Personal File / Master Copy .



Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager
Information Technology Division
Sonali Bank Limited
Head Office, Dhaka